



Office of the City Manager

City of Auburndale
AUBURNDALE, FLORIDA 33823

P.O. Box 186
(863) 965-5530
Email: cmo@auburndalefl.com

CITY COMMISSION MEETING
September 21, 2021 - 7:00 P.M.
COMMISSION ROOM/CITY HALL

CALL TO ORDER – Mayor Tim Pospichal

INVOCATION – Pastor Terry Brown, Legacy Community Church

PLEDGE OF ALLEGIANCE – Mayor Tim Pospichal

ROLL CALL – City Clerk Jeff Brown

APPROVE COMMISSION MINUTES – Regular Meeting – 09/09/2021

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

AGENDA

1. **PUBLIC HEARING** – FISCAL YEAR 2021 TAX MILLAGE LEVY AND ANNUAL BUDGET
2. ORDINANCE #1672 ADOPTING FY 2021 TAX MILLAGE LEVY
3. ORDINANCE #1673 ADOPTING FY 2022 & FY 2023 ANNUAL BUDGETS
4. RESOLUTION #2021-09 SUPPORTING FDOT DIXIE TRAIL ALTERNATE 1 ROUTE
5. APPOINTMENTS TO VARIOUS BOARDS
6. FINAL PLAT – AUBURN COVE PHASE 2 & 3

Community Redevelopment Agency (CRA) Meeting to following City Commission Meeting

F.S. 286: If an individual decides to appeal any decision made by the City Commission with respect to this meeting, a verbatim transcript may be requested. If so, the individual should make provisions for a transcript to be made at the meeting. Persons with disabilities needing special accommodations to participate in this proceeding should contact the City Clerk no later than five days prior to the proceeding at 968-5133.

**City Commission Meeting
September 21, 2021**

AGENDA ITEM 1: PUBLIC HEARING – FY 2021-2022 TAX MILLAGE LEVY & ANNUAL BUDGET

AGENDA ITEM 2: ORDINANCE #1672 ADOPTING FY 2021 TAX MILLAGE LEVY

AGENDA ITEM 3: ORDINANCE #1673 ADOPTING FY 2022 & FY 2023 ANNUAL BUDGETS

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider and take public comment on the proposed millage rate and tentative FY 2022 and FY 2023 Annual Budgets.

ATTACHMENTS:

- . Adjusted Fund Totals - FY 2021/2022 and FY 2022/2023
- . Proposed Ordinance #1672 Adopting Tax Millage Rate
- . Proposed Ordinance #1673 Adopting FY 2022 & FY 2023 Budgets and Five-Year Capital Improvement Program (CIP)

ANALYSIS: The Public Hearing has been advertised in accordance with the Florida Statutes regarding the method of fixing tax millage. This Public Hearing is the second of two (2) required Public Hearings with the first being held on September 9, 2021.

The proposed Budget for FY 2022 is balanced with Total Revenue and Total Expenditures of \$56,960,148. General Fund expenditures total \$27,991,773 and Utility Fund expenditures total \$18,538,187. An interfund transfer of \$2,824,067 is necessary to balance both General and Utility Funds. The proposed FY 2022 Budget includes Capital Improvements of \$14,174,206 and a Contingency Reserve of \$202,410. The Proposed FY 2022 and 2023 Budgets includes all changes made during the Regular City Commission meetings of May 3, 2021 (Payroll), June 7, 2021 (Capital Outlay), June 21, 2021 (Expenditures), and July 19, 2021 (Revenues). City Staff will present changes and adjusted Contingency figures. There are no Contingency changes since the September 9, 2021 City Commission meeting.

Revenues from ad-valorem taxes for FY 2022 and FY 2023 are estimated at \$6,470,000 and based upon the operating millage rate of 4.2515.

The FY 2022 Budget also includes the proposed Five-Year Schedule of Capital Improvements (CIP) for the City's Public Safety, Parks and Recreation and Public Works Departments. This schedule, which is a requirement of the City's Comprehensive Plan, assists the City Commission in prioritizing future capital needs throughout the City and is updated annually during the budget process to include a "new fifth year".

A balanced FY 2023 Budget (2nd Year Budget) is also being presented for the Commission's conceptual approval. The FY 2023 Budget will be reviewed by City Staff and the City Commission during the next Budget update process in order to accommodate needs that have arisen since the planned budget was prepared.

Changes to the proposed Biennial Budget will be presented by staff during the Public Hearing and before Commission action.

The proposed Ordinances were prepared by the Finance Director and reviewed by the City Manager and City Attorney. The proposed Ordinances were approved on first reading September 9, 2021 and are being presented for second and final reading.

STAFF RECOMMENDATION: Approve the proposed Ordinance establishing the tax millage levy and the proposed Ordinance adopting the FY 2022 and FY 2023 Annual Budgets.

**City Commission Meeting
September 21, 2021**

AGENDA ITEM 4: RESOLUTION #2021-09 SUPPORTING OLD DIXIE TRAIL ALTERNATE 1 ROUTE

___ INFORMATION ONLY

X ACTION REQUESTED

ISSUE: The City Commission will consider a Resolution supporting Alternative 1 of the Old Dixie Trail.

ATTACHMENTS:

- Resolution 2021-09 Supporting Old Dixie Trail Alternative 1 Route
- Map of Old Dixie Trail Alternative 1

ANALYSIS: In 2013, the Polk County Transportation Planning Organization (TPO) accepted applications to prioritize transportation projects for inclusion in the Florida Department of Transportation (FDOT) 5-year Work Program. City Staff met with the cities of Haines City and Lake Alfred to discuss a potential multi-use trail connecting the three cities, entitled "Old Dixie Trail." All three cities went through the process of approving Resolutions to support the project as well as Polk County and the City of Winter Haven.

Upon approval of the Resolutions, a joint effort was made to apply for grants through the Florida Department of Transportation (FDOT) to complete a Project Development and Environment (PD&E) Study. FDOT began a Feasibility Study in 2017, which collected and analyzed existing conditions data, examined engineering and environmental factors, identified opportunities and physical constraints, conducted stakeholder interviews, and analyzed trail segments. Following a public meeting on December 5, 2017, six (6) end-to-end alternatives were developed. Using feedback from the various jurisdictions as well as information outlined in the Feasibility Study, two (2) of the six (6) alternatives were selected to move forward into further PD&E Analysis.

On September 23, 2021 from 5:30p.m. to 7:30p.m., FDOT is holding a public workshop at the Lake Alfred Lions Club to present the proposed trail alignment alternatives and take public comment on the proposed improvements.

The proposed Resolution supports Alternative 1 of the Old Dixie Trail alignment. Alternative 1 was identified in the Lakes District Master Planning process along Lake Alfred Road and fulfills the vision of trail connectivity within the District. Alternative 1 continues along Stadium Road and by Auburndale High School before connecting into the Downtown and trail network at Pilaklakaha (PK) Avenue.

Resolution #2021-09 was prepared by the Community Development Department and reviewed by the City Manager and City Attorney.

STAFF RECOMMENDATION: Recommend the approval of Resolution #2021-09 in support of Alternative 1 of the Old Dixie Trail.

**City Commission Meeting
September 21, 2021**

**AGENDA ITEM 5: APPOINTMENTS TO THE POLICE PENSION BOARD, FIRE PENSION BOARD,
AND BOARD OF ADJUSTMENTS**

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider appointments to the City's Police and Fire Pension Boards.

ATTACHMENTS:

None

ANALYSIS:

The Police Pension Board consists of five (5) members:

The Board consists of two City residents, appointed by the City Commission for a term of four years; two full-time police officers that are elected by a majority of the police officers that are members of the Plan for a term of four years; and the fifth member chose by a majority of the previous four members and approved by the City Commission, for a term of four years.

Don King	Police Officer (Re-appointment)	September 2025
Bracken Smith	Resident (New Appointment)	September 2025
Andy Moore	Police Officer	September 2024
Keith Johnson	Resident	September 2024
Andy Ray	5 th Member	September 2024

The Fire Pension Board consists of five (5) members:

The Board consists of two City residents, appointed by the City Commission for a term of four years; two full-time firefighters that are elected by a majority of the firefighters that are members of the Plan for a term of four years; and the fifth member chose by a majority of the previous four members and approved by the City Commission, for a term of four years.

Robert Barrington	Firefighter (Re-appointment)	September 2025
Burriss Warner	Resident (Re-appointment)	September 2025
Matt McCard	Firefighter (Re-appointment)	September 2025
Brian Bradway	Resident	September 2024
Jonathan Waters	5 th Member	September 2024

The Board of Adjustments consists of seven (7) members:

The Board consists of seven (7) members, each to be appointed by the City Commission for a term of three (3) years. All members must be City residents.

Maulissa Braverman		January 2022
Jerry Gaddis		January 2023
Terry Hancock		January 2023
Jim Thompson		January 2023
Alex Price	(New Appointment)	January 2024
Mike Littles		January 2024
Donishia Yarde		January 2024

STAFF RECOMMENDATION: Approve the Appointments.

**City Commission Meeting
September 21, 2021**

AGENDA ITEM 6: FINAL PLAT – AUBURN COVE PHASE 2 & 3

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider the Final Plat for Auburn Cove Phase 2 and 3.

ATTACHMENTS:

- . Final Plat – Auburn Cove Phase 2 & 3
- . Engineer’s Cost Estimate – Hunter Engineering, Inc. – 08/05/2021
- . Surety Bond – National Indemnity Company – 09/01/2021

ANALYSIS: The City has received a request to plat Phase 2 and 3 of the Auburn Cove Subdivision, formerly known as the Berkley Road Subdivision. The property is located on Berkley Road and Pearce Road and is zoned *Planned Development-Housing 1 (PD-H1)*.

The City Commission approved the zoning and binding site plan of the Auburn Cove Subdivision for Phase 2 on January 7, 2019 and Phase 3 on September 17, 2019. Phase 2 and 3 of the Subdivision consists of 130 single-family lots with an average lot size of 60’x130’, which meets the PD-H1 zoning regulations. The development meets all Land Development Regulations including lot size, setbacks, open space, and sidewalk requirements. The Auburn Cove Phase 1 final plat was approved by the City Commission in September 2019 and consists of 122 single-family lots.

As provided for in the Land Development Regulations (LDR’s), the developer is requesting Final Plat approval before all infrastructure improvements are made. The LDR’s allow a developer to execute a surety bond, which is available to the City in an amount 120% of the estimated completed construction cost as determined by the engineer. The Bond paperwork includes the list of improvements that need to be made which will be covered by the bond, and a timeframe to complete the work. The developer estimates that all necessary infrastructure improvements will be made within this time period and that the purpose of bonding is to expedite the sales of the lots. The bond ensures that the City can complete the improvements if the developer does not.

Infrastructure required by City specifications and covered by the bond include: earthwork; surveying; sanitary testing and clearance; stormwater infrastructure; street paving and pavement markings; curbing and sidewalks; water testing & clearance; landscaping and irrigation. To accomplish the necessary improvements, the developer’s engineers have estimated the cost at \$804,636.79. In accordance with the City’s LDR’s, the bond amount is \$965,564.15, or 120% of the cost of improvements.

STAFF RECOMMENDATION: Acceptance of the performance bond and approval of the Final Plat for Phase 2 and 3 of the Auburn Cove Subdivision.



Office of the City Manager

City of Auburndale
AUBURNDALE, FLORIDA 33823

P.O. Box 186
(863) 965-5530
Email: cmo@auburndalefl.com

COMMUNITY REDEVELOPMENT AGENCY MEETING
TUESDAY, SEPTEMBER 21, 2021 – 7:30 PM
COMMISSION ROOM/CITY HALL

CALL TO ORDER – Ellie Harper, Chair

ROLL CALL – Jeff Brown, City Clerk

APPROVE CRA MINUTES – Regular Meeting – 5/17/2021

ANNOUNCEMENTS – Amy Palmer, Assistant City Manager

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

AGENDA

1. FINANCE REPORT
2. CRA PROJECT UPDATE
3. FUNDING REQUEST – BUSINESS INCUBATOR

**Community Redevelopment Agency Meeting
September 21, 2021**

AGENDA ITEM 1: FINANCE REPORT

 X INFORMATION ONLY

 ACTION REQUESTED

ISSUE: The Community Redevelopment Agency (CRA) Board will receive a finance report from the City's Finance Director, Chris Reeder.

**Community Redevelopment Agency Meeting
September 21, 2021**

AGENDA ITEM 2: CRA PROJECT UPDATE

 X INFORMATION ONLY

 ACTION REQUESTED

ISSUE: The Community Redevelopment Agency (CRA) Board will hear a presentation on the status of current CRA projects.

ATTACHMENTS:

None

ANALYSIS: Staff will present a status update on the following CRA project:

- Landscaping/Streetscapes
 - Robinson Street
 - Main Street

- CRA Redevelopment & Impact Fee Assistance Grants
 - 110 E. Park Street, Bestway Mortgage Corp. - \$55,203.13
 - 215 Orange Street, HOS Properties (Palm City Center 2) - \$57,699.13
 - 231 E. Lake Avenue, Auburndale Family Partners LLC (Former VFW) - \$50,000.00
 - 227 E. Lake Avenue, Maria Franco (Maria Petit Food Boutique) - \$55,514.20
 - 221 Palmetto Street, Sadler Homes - \$50,000.00

**Community Redevelopment Agency Meeting
September 21, 2021**

AGENDA ITEM 3: REQUEST FOR FUNDING FOR A BUSINESS INCUBATOR

INFORMATION ONLY

ACTION REQUESTED

ISSUE: The Community Redevelopment Agency (CRA) Board will consider a request for potential funding of a business incubator.

ATTACHMENTS:

none

ANALYSIS: The Auburndale CRA has been approached by Central Florida Incubator, LLC to participate in the creation of a business incubator called Game Changer. The business incubator would be a multi-story 20,000 SF "technology-innovation hub" that would combine co-working space, a large FDA license culinary kitchen, classrooms, conference rooms, and residential studios on the 2nd floor. The incubator would assist start-up companies and individual entrepreneurs to develop their business by providing a range of services including office space, management training, and venture capital.

The request of the CRA from Central Florida Incubator, LLC is to provide \$300,000 funding for 3-years, which would cover operating funds and the salaries of 3-full time staff. The funding would be provided after the facility is constructed. Central Florida Incubator is also requesting the City to provide land for the location of the incubator. The City is currently considering several sites it owns that the incubator could be located on. The funding request is contingent on the company receiving outside agency funding in the amount of \$4 million, which will be used for the construction of the building and purchase of equipment. If the company does not receive the \$4 million, the incubator project will not move forward and the CRA would not fund the \$300,000.

Marshall Goodman, CEO of Central Florida Incubator, LLC will make a presentation before the CRA Board to make the request.

STAFF RECOMMENDATION: Staff has no objections to the request and recommends approval of the \$300,000 commitment for 3 years of operating funds.